



JOB DESCRIPTION

JOB TITLE: Paralegal

DEPARTMENT: Office of the City Attorney

REPORTS TO: City Attorney

DATE: April, 2009

EMPLOYEE UNIT: Management & Confidential

Supersedes: August, 1997

FLSA EXEMPT: Yes

JOB SUMMARY: Under direct supervision of the City Attorney, coordinates and performs responsible, varied, and confidential administrative and technical work in support of the City Attorney, which includes word processing, record keeping, filing, scheduling, research and other related administrative duties. May provide administrative support to other City functions and perform other related work as required.

CLASS CHARACTERISTICS: This is a single position, confidential class responsible for all office support duties as required by the City Attorney's Office. Duties performed are complex and specialized requiring a thorough knowledge of legal procedures. This class is also distinguished from other administrative classes by the high degree of confidentiality, mature judgment, initiative and assumption of responsibility which must be exercised in performing administrative detail functions for the City Attorney's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES: The following duties are performed personally, in cooperation with the City Attorney and/or in coordination with other City staff. Additional duties may be assigned.

1. Preparation and rudimentary editing and/or review of pleadings, contracts, ordinances, resolutions and other legal documents. Coordinate finalization with other City departments when necessary.
2. Prepare staff reports, miscellaneous reports and correspondence.
3. Maintain active litigation filing system, administrative files and project binders and logs.
4. Prepare contracts and staff reports for all outside counsel. Maintain accurate accounting for contract and budgetary purposes. Prepare amendments to contracts when necessary.
5. Track deadlines for claims for damages, litigation and projects.
6. Assist City Clerk's Office with tracking and processing Public Records Act requests, subpoenas and other legal documents.
7. Track assignments, contracts and correspondence to be reviewed by City Attorney.
8. Review agreements and other documents submitted for City Attorney review and signature.

9. Assist in the preparation and administration of the City Attorney's budget.
10. Schedule appointments, court hearings and other miscellaneous meetings.
11. Review incoming mail and take appropriate action.
12. Review legal publications for pertinent case law.
13. Answer the telephone; provide basic information and direct calls to appropriate departments.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education & Experience:

1. Graduation from high school or equivalent.
2. Five years of increasingly responsible experience in legal secretarial or paralegal work.
3. Additional job related education may be substituted for up to two years of the required experience on a year for year basis.

Licenses & Certificates:

1. A paralegal certificate from an American Bar Association approved program or otherwise meet the requirements of California Business and Professions Code §6450.
2. Must possess a typing certificate (minimum net 60 words per minute) dated within the last six months.

Knowledge of:

1. Correct English usage, spelling, punctuation, grammar and vocabulary.
2. Legal terminology and legal procedures.
3. Letter and reporting writing.
4. Local court rules and court forms.
5. Reception and telephone techniques.

Skill in:

1. Handling highly sensitive and confidential matters in a professional manner.
2. Typing at a speed of not less than 60 net words per minute from clear copy.
3. Planning and organizing own work.
4. Preparing reports, correspondence, and legal forms and documents.
5. Providing outstanding customer satisfaction (internally and externally).
6. Use of common office software including Microsoft Office.

Ability to:

1. Communicate effectively orally and in writing.

2. Work independently and make decisions on procedural matters with only limited direction received.
3. Establish and maintain effective working relationships with those contacted in the course of work.
4. Deal with difficult or irate members of the public.
5. Work without immediate supervision for long periods of time.

PHYSICAL DEMANDS: Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

WORK ENVIRONMENT: Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Employee generally works 95% indoors and 5% outdoors.
2. The work environment indoors is usually in a temperature-controlled office.
3. Noise level in the work environment is usually moderate.